LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: May 18, 2006

REVIEWED: December 17, 2015

REVISED:

508. EMPLOYMENT CONTRACT

1. Purpose

For the mutual benefit and protection of each regularly employed noninstructional staff member and the School, a contract or Joint Operating Committee resolution shall state the specifics of employment.

2. Authority
SC 1850.1

The Joint Operating Committee has the authority under law to prescribe employment conditions for the personnel of the school.

3. Guidelines

Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for dismissal of the employee.

Each employment contract or resolution should include:

1. Compensation.
2. Length of term and work period for which compensation will be paid.
3. Conditions of any probationary period.
4. Statement of any fringe benefits.
5. Statement of any special procedures for termination or modification.

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.

Non-instructional employees who expect to terminate their services shall express their intent in writing to the Administrative Director.

Unless otherwise provided in the contract or resolution, letters of resignation shall be submitted at least fourteen (14) days prior to the termination of duties. For purposes of computing said fourteen (14) days, vacation days shall not be counted. Should an employee terminate without giving the contractually specified notice, the individual shall be paid only for the days worked, and shall not be compensated for unused accrued vacation. For good cause shown, the Administrative Director may waive this 14 day notice provision.

School Code 1850.1	The Joint Operating Committee shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.